



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

COIMBATORE-35

DEPARTMENT OF ENGLISH

Imperative instructions



Explanation:

Writing instructions find an important place in technical writing. One needs to make instructions for various purposes such as installing a new software package, assembling a piece of equipment, using a new device, trouble shooting a problem and so on. In general, instructions should be clear, precise, understandable, complete and above all, user-friendly

Guidelines to write instructions:

- 1) Use the imperative form. eg "Close the lid lightly".
- 2) Begin each step with an action verb.
- 3) Frame each step in such a way that it focuses on a single task.
- 4) Number the steps to avoid ambiguity and ensure the correct order of the procedure.
- 5) Leave enough white space between steps.
- 6) If numbered steps are not practical, use a standard paragraph format with the appropriate transition words such as 'first', 'next', 'then', 'finally, to show the sequence of action.

- 7) Use the words 'Notes', 'Tips', 'Caution' and 'Warnings', wherever necessary in order to highlight the important information.
- 8) Use simple and direct language free from jargon and ambiguity.
- 9) Review your document for technical accuracy.

Example 1:

Write a set of eight instructions that could be followed by students in the college library.

1. Leave the bags belongings (other than valuables) at the counter provided at the entrance
2. Observe Silence inside the library
3. Borrow books by producing the ID card and the library card
4. Check the condition of the book before borrowing
5. Renew the books by physically producing the book
6. Pay fines as per rules when your book is overdue
7. Do not tear pages or make markings on the book, because misuse of library facilities is an offence and calls for punishment
8. Keep the library and the environment clean and tidy

Example 2:

Write a set of eight instructions to be followed to maintain laptops in good condition.

1. Shut off the laptop power, when the laptop is searching for WIFI connection

2. Don't allow the laptop to be overheated. Make sure that it is placed on a cool surface and keep the cooling fans free of dust.
3. Allow the laptop battery to lose its entire charge before connecting it to a power outlet Charging the battery when it still has charge left can result in the battery's future failure of charging the entire battery
4. Fully charge the battery when you do charge up. If the battery is not charged 100 percent, the battery will adapt itself and will not charge fully
5. Don't let your laptop in standby mode which will drain the battery
6. Reformat the harddrive, whenever the laptop is infected by spyware and virus. Follow the instruction on the restore CD.
7. Use a sponge or a piece of clean cloth for cleaning the narrow spaces in the laptop Make sure to have a good laptop case that can protect it from the sun and moisture.

Example 3:

Write a set of eight instructions that could be followed by students in the examination hall.

1. Enter the examination hall atleast 10 minutes before the stipulated time
2. Carry only the hall ticket, pen, pencils, etc. that are required for the examination
3. Leave the mobiles and all papers outside the hall
4. Find and sit in the seat with your registration number
5. Maintain strict silence after entering the hall
6. After the answer script booklet and question papers are issued, check to see whether all the papers are intact and the questions are clearly visible
7. Fill all the information on the first page of the answer script before answering the questions

8. Do not turn here and there during the course of the examination
9. Before submitting the paper, check whether you have answered all the questions.

Example 4:

The number of road accidents keep increasing day by day and many valuable lives are lost. Write a set of eight instructions that the users of road should follow to overcome the problem.

1. Follow the traffic rules, and obey the signals
2. Wear helmet while riding a two-wheeler
3. Do not use cellphone while driving
4. Do not drink and drive
5. Adhere to the lane discipline
6. Do not try to overtake
7. Avoid rash driving
8. Use pedestrian cross and subways for crossing. Don't dart across the roads

Example 5:

Write important instructions to be followed in the chemistry laboratory to avoid unforeseen accidents.

Instructions to be followed in the chemistry laboratory.

1. Always wear shoes and lab coats while entering a chemistry laboratory and use gloves and apron while using concentrated solutions.
2. Keep strong acids on sand mound
3. Be careful not to add excess reagents.
4. Always wash all apparatus with distilled water before and after use.

5. Any residual chemical could cause dangerous reactions
6. Keep the test tube in a slanting position away from the face while using it.
7. Switch off the burners when not in use